



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, May 12, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves.

Remote participation by Council Members and the public is allowed and encouraged.

Conference Call Number: (414) 662-3639

Conference Code Number: 770.104.606#

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Tim Lawther, Sauk County Health Officer, Dawn Gunderson Schiel (Ehlers)*

1. **CALL TO ORDER.**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF PREVIOUS MINUTES.** (*Roll Call*): April 28, 2020

4. **APPROVAL OF AGENDA.** (*Roll Call*)

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**

6. **PRESENTATIONS**

- Police Chief Mark Schauf will present the accomplishments and new staff of the Baraboo Police Department.
- Mayor Palm will read the National Police Week Proclamation for this week – May 10th thru May 16th.
- Update from Sauk County Health Department.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

7. **PUBLIC HEARINGS**

- The Mayor announces that this is the published date and time to hear public comment concerning proposed new sidewalk and new curb and gutter and the levying of assessments against benefited properties on portions of East side of Tuttle Street (between 9th & 10th Street), North side of 9th Street (from Tuttle St. west 270 ft) and both sides of 13th Avenue (from Amundson Dr. to Birch Street).

8. **PUBLIC INVITED TO SPEAK** (*Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.*)

9. **MAYOR'S BUSINESS.**

- The Mayor would like to announce proposed changes to the annual budget goal setting meeting.

10. **CONSENT AGENDA** *(Roll Call)*

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

11. **NEW BUSINESS – RESOLUTIONS**

NBR-1... Consider approving the City of Baraboo's Emergency Assistance Fund - Non-Profit Organization Loan Program.

NBR-2... Consider final resolution for levying sidewalk and curb & gutter special assessments for properties on Tuttle Street, 9th Street, and 13th Avenue.

NBR-3... Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,550,000 for Street Improvement Projects.

NBR-4... Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$1,140,000 for Construction of an Engine House (\$500,000 for improvements to old Fire Station and \$600,000 for design of the new Fire Station, plus associated fees).

NBR-5... Resolution Directing Publication of Notice to Electors Relating to Bond Issues.

NBR-6... Resolution Providing for the Sale of Not to Exceed \$2,690,000 General Obligation Corporate Purpose Bonds, Series 2020A.

12. **NEW BUSINESS – ORDINANCES.**13. **ADMINISTRATOR AND COUNCIL COMMENTS.** *(Comments are limited to recognition of City residents and employees, memorials, and non-political community events; discussion of matters related to government business is prohibited.)*

- Update on community events and City recreation programs.

14. **REPORTS, PETITIONS, AND CORRESPONDENCE.** The City acknowledges receipt and distribution of the following:

- **Reports:**

- April 2020 – Building Inspection
- Ehlers Report on issue of new bonds, 2020

- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....4-28-2020

Public Safety.....4-13-2020

Copies of these meeting minutes are on file in the Clerk's office:

Park & Recreation.....2-3-2020, 3-9-2020

- **Petitions and Correspondence Being Referred:** None

15. **ADJOURNMENT** *(Voice Vote)*

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

MAY 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10	11	12	13	14	15	16
	*Park & Rec	*Finance *Council				
17	18	19	20	21	22	23
	*SCDC *PFC	*Library	*BID	*UW Campus	OPEN BOOK 10am-1pm	
24	25	26	27	28	29	30
	Memorial Day City Offices CLOSED	*Finance *Council	*Ambulance	*Public Arts * Emergency Mgt		
31	1	2	3	4	5	6

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, April 28, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, Fire Chief Stieve, T. Pinion, Tim Lawther, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the minutes of April 9, 2020, April 14, 2020, & April 21, 2020.

Moved by Kolb, seconded by Wedekind and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Fire Chief Kevin Stieve provided an update regarding our Emergency Operations
- Tim Lawther from the Sauk County Health Department provided a COVID-19 update

PUBLIC HEARINGS – *None Scheduled*

PUBLIC INVITED TO SPEAK – *No one spoke*

MAYOR'S BUSINESS

The Mayor thanked the organizers and artists that put together the community fundraiser this past Sunday.

CONSENT AGENDA

Resolution No. 20-21

THAT the Accounts Payable, in the amount of \$ 1,713,540.07 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Resolution No. 20-22

That the following budget amendments are authorized:

- 1st Quarter, 2020 City-Wide Supplemental Budget Amendments for \$842,340
- 1st Quarter, 2020 City-Wide Budgetary Transfers \$20,683

City of Baraboo
1st Quarter Budget Amendments

Common Council approved the following 2020 Budget Amendments at their [April 28, 2020](#) meeting:

Department	Account Number	Account Name	Original Budget	Increase/ (Decrease)	Amended Budget
Airport	632-35-43220-000	Federal Transportation Grant	-	150,000	150,000
Airport	632-35-43531-000	Local Transportation Aid	-	8,333	8,333
Airport	632-35-49300-000	Fund Balance Applied	-	8,334	8,334

				<u>\$ 166,667</u>	
Airport	632-35-53510-861-000	Facilities Improvements		<u>166,667</u>	166,667
<i>To create budget for Grant Project from PY</i>				<u>\$ 166,667</u>	
Fire	100-21-48400-000	Insurance Recoveries	3,500	<u>5,190</u>	8,690
				<u>\$ 5,190</u>	
Fire Protection	100-21-52200-240-000	Repair & Maint Service-Vehicle	9,000	<u>5,190</u>	14,190
<i>To create budget for insurance recovery</i>				<u>\$ 5,190</u>	
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	2,190	<u>350</u>	2,540
				<u>\$ 350</u>	
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	1,000	<u>350</u>	1,350
<i>To allocate funds for garage door work</i>				<u>\$ 350</u>	
Parks	100-52-43583-620	Forestry Grant		<u>5,500</u>	5,500
Parks	100-52-49287-000	Transfer from Park Segregated		<u>5,500</u>	5,500
General Government	100-10-49300-000	Fund Balance Applied	663,411	<u>8,825</u>	672,236
				<u>\$ 19,825</u>	
Zoo	100-52-55410-822-000	Building Improvements	5,175	<u>19,825</u>	25,000
<i>To Approp funds for 2019 projects moved to 2020</i>				<u>\$ 19,825</u>	
General Government	100-10-49300-000	Fund Balance Applied	637,329	<u>34,907</u>	672,236
				<u>\$ 34,907</u>	
Records & Support	100-20-52130-814-000	Equipment Purchases		<u>11,600</u>	11,600
Fire Protection	100-21-52200-250-000	Repair & Maint Serv-Equipment	14,305	<u>4,460</u>	18,765
Fire Protection	100-21-52200-340-000	Operating Supplies	8,800	<u>5,218</u>	14,018
Machinery & Equipment	100-31-53240-361-000	Blades & Plow Materials	5,000	<u>721</u>	5,721
Snow & Ice	100-31-53350-350-000	Repair & Maint Materials	5,000	<u>4,650</u>	9,650
Snow & Ice	100-31-53350-361-000	Blades & Plow Materials	25,000	<u>2,198</u>	27,198
Civic Center	100-52-55130-822-000	Building Improvements	51,825	<u>4,265</u>	56,090
Parks	100-52-55200-260-000	Repair & Maint Serv-Buildings	15,400	<u>1,795</u>	17,195
<i>To Approp funds PO Encumbrances</i>				<u>\$ 34,907</u>	
General Government	430-10-49300-000	Fund Balance Applied	528,298	<u>2,196</u>	530,494
				<u>\$ 2,196</u>	
Parks	430-52-55200-821-000	Land or Land Improvements	768,158	<u>2,196</u>	770,354
<i>To Approp funds PO Encumbrances</i>				<u>\$ 2,196</u>	
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	1,540	<u>1,000</u>	2,540
				<u>\$ 1,000</u>	
Police Department	100-20-52110-390-480	Oth Supp & Exp - Desgn Prop Rm	350	<u>1,000</u>	1,350

<i>To Approp funds for roof repair to storage shed</i>				\$ 1,000	
Police	100-20-49310-480	Fund Bal Applied-Desig Equip	1,350	1,190	2,540
Police	100-20-49310-400	Fund Balance Applied-Desig Don	-	1,310	1,310
Police	100-20-43525-614	Police Grant - BOTS Equipment	-	2,500	2,500
				\$ 5,000	
Police Department	100-20-52110-814-000	Equipment Purchases	43,000	2,500	45,500
Police Department	100-20-52110-814-400	Equip Purchase-Des Donation	-	1,310	1,310
Police Department	100-20-52110-814-480	Equip Purchase-Des Equip	-	1,190	1,190
<i>To appropriate grant for Solar Speed Board</i>				\$ 5,000	
Parks	890-52-49300-000	Fund Balance Applied	6,900	1,047	7,947
				\$ 1,047	
Parks	890-52-55200-260-000	Repair & Maint Serv-Buildings	-	1,047	1,047
<i>To appropraite FB emergency repair park/zoo ofc.</i>				\$ 1,047	
Parks	430-52-49300-000	Fund Balance Applied	-	196,777	196,777
Parks	430-52-43691-620	DNR Grant	63,683	122,500	186,183
Parks	430-52-48500-000	Donations and Contributions	107,798	50,000	157,798
				\$ 369,277	
Parks	430-52-55200-821-000	Land or Land Improvements	401,077	369,277	770,354
<i>To Approp prior year budget for Riverwalk bridge</i>				\$ 369,277	
Parks	430-52-43691-620	DNR Grant	122,500	63,683	186,183
Parks	430-52-48500-000	Donations and Contributions	66,250	91,548	157,798
Parks	430-52-49210-000	Transfer from General Fund	-	5,400	5,400
General Government	430-10-49120-100	Proceeds from Notes - LOC	-	57,000	57,000
				\$ 217,631	
Parks	430-52-55200-821-000	Land or Land Improvements	552,723	217,631	770,354
<i>To Approp prior year budget for Kayak launch</i>				\$ 217,631	
Parks	490-52-49300-400	Fund Balance Applied	-	3,000	3,000
				\$ 3,000	
Parks	490-52-55200-814-000	Equipment Purchases	-	3,000	3,000
<i>To appropriate FD for root grapple attachment</i>				\$ 3,000	
Parks	430-52-48500-000	Donations and Contributions	141,548	16,250	157,798
				\$ 16,250	
Parks	430-52-55200-821-000	Land or Land Improvements	754,104	16,250	770,354
<i>To Approp Kiwanis donation to Riverwalk Bridge</i>				\$ 16,250	
Net impact on all city-wide funds' budgets				\$ 842,340	

ORDINANCES ON 2ND READING

Moved by Ellington, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2548** amending §12.02 of the Baraboo Municipal Code to allow the City Clerk to issue Operator's Licenses when the applicant meets the minimum requirements.

Moved by Kolb, seconded by Wedekind and carried unanimously to approve the 2nd reading of **Ordinance No. 2549** adopting §2.03M of the Baraboo Municipal Code to allow remote participation at committee, board, commission and Council meetings.

Moved by Wedekind, seconded by Ellington to approve the 2nd reading of **Ordinance No. 2550** approving the proposed revision to the Financial Hardship repayment provision for Special Assessments

NEW BUSINESS - RESOLUTIONS**Resolution No. 20-23**

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That, effective upon passage of this Resolution by the Common Council, the City's Employee Personnel Policy and Procedure Handbook ("Handbook") is amended as follows:

- Amending Section 3.14, Vacation, to allow employees additional flexibility in when they use their accrued vacation time, contingent upon receiving preapproval by the City Administrator.

Moved by Ellington, seconded by Petty and carried that **Resolution No. 20-23** be approved-9 ayes.

Resolution No. 20-24

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Small Business Loan Program ("Program"); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the business applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City's receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the business, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to businesses and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Moved by Ellington, seconded by Thurow and carried that **Resolution No. 20-24** be approved-9 ayes.

Resolution No. 20-25

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That a 12-foot wide permanent easement along the north right-of-way line of 2nd Avenue, from the Baraboo River east approx. 135 feet, for underground gas main is hereby granted by the City of Baraboo to Wisconsin Power and Light Company as described in the attached easement document.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 20-25** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing gave an update regarding the Governor's extension of the "Safer at Home" order.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:** 1st Qtr. 2020 Financial Statements
- **Minutes from the Following Meetings:**

Finance/Personnel Committee–Dennis Thurow Committee Room, #205

April 14, 2020

Members Present: Petty, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, C. Haggard, M. Schauf

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Petty to approve the minutes of March 10, 2020 and carried unanimously. Moved by Kent, seconded by Petty to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Kent, seconded by Petty to recommend to Council for approval of the accounts payable for **\$1,353,626.92** (\$920,668.94 for 3/24/2019 & \$432,957.98 for 4/14/2020). Motion carried unanimously.
- b) **4th Qtr. 2019 CDA Budget Amendments** – The Committee reviewed the CDA's 4th Qtr. Budget Amendments. Moved by Kent, seconded by Petty to recommend to Council for approval. Motion carried unanimously.

Information Items – None.

Adjournment – Moved by Kent, seconded by Thurow and carried to adjourn at 6:28pm.

Baraboo BID Meeting Minutes

3/18/2020

Present Members: Stelling, Wickus, Yount, Fay, Sloan

Absent Members: Brunker, Marklein, Kolb, Downing

President Fay called the meeting to order at 5:53 pm

Approval of February 2020 minutes: Yount/Wickus

Adoption of Agenda: Stelling/Wickus

President: None

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Secretary: None

Treasurer: Need to determine if we need to increase 2020 budget to \$1800 to pay City of Baraboo admin fees

Appearances: Banners changed out, sticks are frozen in flowerpots so unable to remove, looking to hire someone to fill flowerpots

Business Development: None

Finance: None

Parking: None

Promotions: Devils Lake guide and maps completed and placed. Farmers market to get web security for \$100

Old Business

Civic Center Mural: Everything is in place and was set to start in May but now unknown with Covid-19 pandemic

Branding update: Spirit trail and tourism widget has been contracted out

New Business

1. What can we do to help business owners with Covid-19 pandemic

2. Approval of Vouchers:

a. Wisconsin Public Radio \$1,960

b. Next Level \$247.50

c. Skillet Creek Media \$125.00

d. City of Baraboo \$1,239.48

Total: \$3,571.98

Approved: Wickus/Yount

Motion to adjourn at 6:24 p.m. by Yount/Wickus

Baraboo BID Meeting Minutes

4/15/20 Remote Meeting

Participating: Members: Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb

Others: None

Absent: Brunker

President Fay called the meeting to order at 5:47 p.m.

Approval of March 2020 minutes: Stelling/Wickus

Adoption of Agenda: Wickus/Yount

President: Brendan McDaniel from Toy Soldier shop will serve in the BID seat vacated by Sheila Byberg.

Secretary: None

Treasurer: None

Appearances: Committee needs to meet to discuss RFPs for planters. Proposed skipping spring planters in favor of early summer plantings.

Business Development: Will be working with Lacey Steffes on development programming for members.

Finance: None

Parking: Previous contractor for weed removal is available and ready.

Promotions: Has been having conversations regarding Farmer's Market. Intention is to hold the Farmer's Market with safeguards in place. \$5,000 for Branding Initiative needs to be transferred from reserves rather than the Promotions Committee budget.

Old Business

None

New Business

Approval of vouchers:

NextLevel Marketing (Promotion) \$67.50

Approved: Wickus/Yount

Motion to adjourn at 6:06 p.m. by Sloan/Stelling

• **Copies of these meeting minutes are on file in the Clerk's office:**

UW Campus.....02-20-2020 Police & Fire Comm.....03-16-2020

Ambulance Comm.....02-26-2020, 03-11-2020, 03-17-2020

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- **Petitions & Correspondence Being Referred:** *None*

ADJOURNMENT

Moved by Kent, seconded by Ellington, and carried unanimously that the meeting adjourn at 7:49pm.

Brenda Zeman, City Clerk

NOTICE OF PUBLIC HEARING ON SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS IN BARABOO, WISCONSIN

PLEASE TAKE NOTICE that the Common Council of the City of Baraboo, Wisconsin has declared its intention to exercise its police power in accordance with §66.0703, Wis. Stats., to levy special assessments upon property within the following described assessment district for benefits conferred upon the property by the installation of new sidewalk and new curb & gutter.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- Both sides of 13th Ave (from Amundson Dr to Birch St) – approximately 3,290 sq ft.

A report showing final plans and specifications, estimated cost of improvements and proposed assessments is on file in the office of the City Clerk and at the Baraboo Public Library and may be inspected there during normal business hours.

You are further notified that the Common Council of the City of Baraboo will hear all interested persons, or their agents or attorneys, concerning matters contained in the Preliminary Resolution authorizing the assessments and in the above described report at 7:00 p.m. on the 12th day of May, 2020, in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913. All objections will be considered at this hearing and thereafter the amount of the assessments will be finally determined.

Brenda Zeman,
City Clerk

Date Published: April 30, 2020



CITY OF BARABOO COMMON COUNCIL REPORT May 12, 2020

EMERGENCY MANAGEMENT

Emergency Management Workgroup

The Emergency Management Workgroup continues daily meetings to address any issues from the prior day, follow up with ongoing issues and plan for future issues. The meetings continue to be virtual meetings using Microsoft Teams and has worked well.

Coordination between Emergency Management and the Parks and Recreation Commission took place last week in discussion about the Municipal Outdoor Pool and other summer recreation programs.

Special events in the City continue to be discussed. The Big Top Parade, Sauk County Fair and July 4 Fireworks are the larger events that have been discussed. The EM Workgroup and other City Staff have met with organizers with the Big Top Parade and Sauk County Fair. Information has been or will be released by those individual organizations related to their specific events. The July 4th Organizers were still working on the topic at the time of this memorandum.

Employee health continues to be monitored so we maintain continuity of operations for the City.

Coordination with Community Partners

The Emergency Management Workgroup continues to connect weekly with the President of St. Clare Hospital to exchange information. This has only strengthened the relationship between the City and a key community partner.

Communications with Baraboo School District, and other public and private groups continues.

Sauk County Emergency Management and Public Health

A liaison remains with Sauk County Emergency Management and Sauk County Public Health for continuous situational updates; weekly teleconferences take place on Monday afternoons.

Please feel free to e-mail or call with questions.

Kevin G. Stieve, Fire Chief/Emergency management Director
608-355-2710
kstieve@cityofbaraboo.com

CA – 1

RESOLUTION NO. 2020 -

Dated: May 12, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

NBR - 1

RESOLUTION NO. 2020 -

Dated: May 12, 2020

The City of Baraboo, Wisconsin

Background: At the April 28, 2020 meeting, the Baraboo Common Council approved the Emergency Assistance Fund – Small Business Loan Program to assist “for-profit” small businesses financially affected by COVID-19 closures. At that meeting, staff was requested to bring back a similar program for non-profits in Baraboo.

New guidelines are attached for the proposed Emergency Assistance Fund – Non Profit Organization Loan Program (“NP Program”) for Council consideration. Similar to the “for profit” program, the NP program offers \$5,000 loans at 0% interest until December 31, 2020, and 2% interest per annum from January 1, 2021 - July 15, 2021. All loans are due 7-15-2021. The NP Program is expected to be funded from the same \$250,000 in TID fund 560 and Economic Development fund 986 approved at the April 28, 2020 meeting until all funds are extinguished.

There are however different eligibility requirements for non-profits including, but not limited to:

- The non-profit cannot be governmental unit, political campaign, political organization, political lobbying organization, a charitable trust, a church or place of worship, a school or labor union (IRS Form 990 is required).
- Be current with all City of Baraboo payments and not currently in bankruptcy or anticipating filing bankruptcy (some exceptions may apply)
- Have a minimum of 3 but no more than 25 FTE employees
- Be located within the City of Baraboo and have a strong local presence in the City.
- Have suffered a financial loss or hardship due to COVID-19

Funding priority will be given to non-profits that commit to retaining employees and/or jobs for the duration of the loan term, and applications will be reviewed on a first come-first served basis.

All loans will be backed by a Promissory Note for non-profits in operation for more than one year as of March 18, 2020. A personal guarantee will also be required for non-profits in operation for less than one year as of March 18, 2020. The City is not requiring a mortgage or personal property lien as part of this Program.

Applications will be reviewed by the City Administrator and the Executive Director of the Baraboo Community Development Authority, with verification from the Finance Department. If the loan is approved, the City Administrator and City Clerk will be authorized to execute the paperwork for the City, and the loan will be provided to the business on the same date, or shortly after, the non-profit signs the required paperwork.

Please see the attached draft of the Program Guidelines for further details on this proposed program.

Fiscal Note: (✓one [X] Not Required [] Budgeted Expenditure [] Not Budgeted

Comments: The City approved \$150,000 from Fund 560 and \$275,000 from Fund 986 for purposes of administering the loan program at the April 28, 2020 meeting. It is requested that \$250,000 total from both Funds be used to fund the “for-profit” and the “non-profit” Program.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Non-Profit Organization Loan Program (“NP Program”); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the non-profit applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City’s receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the non-profit, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to non-profits and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Offered by: Finance/Personnel Committee
Motion:
Second:

Approved: _____

Attest: _____



City of Baraboo

GUIDELINES OF THE EMERGENCY ASSISTANCE FUND - NON-PROFIT ORGANIZATION LOAN PROGRAM

1.0 INTRODUCTION. The City of Baraboo recognizes the financial impact the Novel COVID-19 pandemic has had on local non-profit organizations. Many of our local non-profits have been forced to close or reduce their normal operations due to the Emergency Order issued by the State of Wisconsin. In order to assist these non-profits, the City has created a new Emergency Assistance Fund – Non-Profit Loan Program. The Program was created to offer short-term loans to allow certain non-profits located in the City to continue to meet their financial obligations, retain their employees and to help stabilize the local economy. Loans will be awarded on a first-come, first-served basis to all eligible non-profits. There are no application fees or costs.

2.0 PROGRAM REQUIREMENTS

2.1 Eligibility and Terms. Eligible non-profit organizations may be awarded up to \$5,000 in loan funds through the Emergency Fund application process.

i. Eligibility:

- a) The non-profit, or a branch or subunit of the non-profit, is physically located in the City of Baraboo.
- b) The non-profit has a strong local presence in the City of Baraboo.
- c) The non-profit serves the general public, not just the members of the non-profit.
- d) The non-profit has at least three (3) but no more than twenty-five (25) full-time equivalent (FTE) employees as of March 18, 2020.
- e) The non-profit cannot be governmental unit, political campaign, political organization, political lobbying organization, a charitable trust, a church or place of worship, a school or labor union (IRS Form 990 is required).
- f) The applicant is authorized on behalf of the non-profit to apply for the loan and execute the loan documents for the non-profit.
- g) The non-profit is a registered 501(c)(3) with the IRS and a registered charitable organization in the State of Wisconsin (per §202.12, Wis. Stats.).
- h) Neither the non-profit nor the applicant is delinquent with any debts owed to the City of Baraboo.
- i) The non-profit or application may be required to demonstrate management capacity and the ability to successfully operate and manage a non-profit.
- j) Non-profits that do not meet all of these eligibility requirements may still be able to receive Funds and are encouraged to apply, and applications will be evaluated on a case-by-case basis.

ii. Terms:

- a) Maximum loan request: \$5,000.00.
- b) From the date of the loan disbursement through December 31, 2020, the loan will not accrue any interest.

- c) From the period of January 1, 2021 through July 15, 2021, interest at the rate of 2% per annum will be charged against the outstanding loan balance.
- d) The loan will be due in full on July 15, 2021.

- 2.2 Program Service Area. Financing under this Program is available to eligible non-profit organizations registered and located or operating within the City of Baraboo corporate boundaries. The location of the business shall be the address for the place of business administration and registration. Funds may be provided to non-profits principally registered or located outside of City of Baraboo corporate boundaries, so long as eligibility criteria a) and b), above, are met.
- 2.3 Funding Source and Reimbursement. The funding for this Program is joined with the funding for the City of Baraboo Emergency Assistance Fund – Small Business Loan Program, approved by Council on April 28, 2020, with a maximum disbursement for both programs set at \$250,000. Both Programs are funded through the City's Economic Development Funds for \$150,000 (Fund 560) and the City's ED Fund for \$100,000 (Fund 986).
- 2.4 Ineligible Applicants. Currently, there are no prohibitions against any type of non-profit organization provided the non-profit meets the eligibility criteria contained in these Guidelines.

3.0 USE OF FUNDS.

- 3.1 Permissible Use of Funds. The funding available under this Program is designed to assist local non-profit organizations with such items as, but not limited to: monthly lease or mortgage payment, insurance, utilities and payroll for employees, and current operating expenses. The City reserves the right to audit any loan applicant and non-profit to insure compliance with the uses of the funds.
- 3.2 Non-Permitted Use of Funds. Examples of ways the funds under this Program shall not be used include, but are not limited to:
 - a) Reimbursement of expenses the non-profit incurred prior to approval of loan.
 - b) To pay off personal debt, or any debt not acquired by the non-profit, such as personal credit cards used for purchases not associated with the non-profit.
 - c) To purchase goods or services not related to the non-profit, such as buying a personal vehicle.
 - d) To provide donations to political activities.
 - e) To pay off business or personal taxes, liens, judgments and fines.
 - f) To support other businesses in which the borrower may have an interest.

- 4.0 **LOAN PRIORITY.** Funding priority will be given to non-profit organizations that commit to retaining employees or jobs for the duration of the loan term. "Job retention" is defined as total full-time equivalent positions retained at 40 hours per week, or any combination of part-time positions combining for 40 hours per week, including owners.

- 5.0 **COLLATERAL AND SECURITY REQUIREMENTS.** All loans must be secured through a Signature Promissory Note if the non-profit organization has been in existence more than one year as of March 18, 2020, and will also require a personal guarantee of the applicant if the non-profit has been in existence for less than one year as of March 18, 2020. The City is not requiring a mortgage or personal property lien as part of this Program.

- 6.0 **PROGRAM OPERATIONS AND LOAN PROCESSING.**

- 6.1 Application Process and Review. The authorized individual of the non-profit organization must present their Program application to the Executive Director of the Baraboo Community Development Authority. Applications will be review by and approved or denied by the City Administrator and the Executive Director. Upon approval by the City Administrator and the Executive Director, the applicant must execute a binding agreement wherein the non-profit will commit to repaying the loan pursuant to the terms described in these Guidelines. A report of the loan activity will be provided to the City Council on a monthly basis.
- 6.2 City Responsibilities. The City will:
- a) Originate Emergency Fund loans
 - b) Market the Program
 - c) Accept and process applications
 - d) Review and underwrite application requests
 - e) Ensure a timely loan closing and disbursement of funds
 - f) Maintain loan files and fiscal records
 - g) Ensure compliance with program guidelines
 - h) Provide City Council program updates
- 6.3 Equal Opportunity Compliance. The Program will be implemented in ways consistent with the City's commitment to State and Federal equal opportunity laws.
- 6.4 Loan Closing Process. Upon successful completion of application process, as long as funding remains available, City staff will prepare for the loan closing by preparing the loan closing documents. All agreements and documents will be prepared by the City Attorney.
- 6.5 Contact. For questions or comments about the Program, contact Kennie Downing, Baraboo City Administrator, at 608-355-2700 or kdowning@cityofbaraboo.com

Date Approved by Council: _____

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RESOLUTION NO. 2020-

Dated: May 12, 2020

The City of Baraboo, Wisconsin

Background: The City has budgeted for the installation of new sidewalk and curb & gutter in 2020 as directed by the Public Safety Committee, where none previously existed, as follows:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

The City's policies dictate that the cost of new sidewalk, where no sidewalk previously existed, be assessed against abutting properties. The Public Safety Committee recommended the City levy special assessments for the proposed new sidewalk at their April 13th meeting and suggested the Final Resolution include a one-time payment provision for property owners whose finances have been adversely affected by COVID 19 (that may not otherwise qualify under the Financial Hardship provision).

The Council approved the Preliminary Resolution declaring their intent to levy special assessments for the proposed sidewalk construction at their April 14th meeting.

The following Resolution is the final step in the statutory process to assess the cost of these new improvements against the affected properties.

Fiscal Note: (4 one) [] Not Required [x] Budgeted Expenditure [] Not Budgeted
Comments

**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY
IN
BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 12th day of May, 2020, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefitted properties on the proposed public improvements consisting of installation of sidewalk and curb & gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

1. The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and specifications and assessments set forth therein are adopted and approved.

2. The City Engineer has advertised for bids and will supervise the construction of the improvements in accordance with the report hereby adopted.

3. Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

5. Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- COVID-19 Deferral. A property owner who can demonstrate to the reasonable satisfaction of the City that their financial condition has been negatively affected by COVID-19 will still be eligible for the appropriate installment plan above, but the 1st payment will not be due until May 1, 2021.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax

roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

7. The City Clerk shall publish this Resolution as a Class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Dated _____ Signed _____
Michael Palm, Mayor
Published _____ Attest _____
Brenda Zeman, City Clerk

Offered by: Public Safety Committee Approved: _____

Motion:

Second:

Attest: _____

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INITIAL RESOLUTION AUTHORIZING GENERAL
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED
\$1,550,000 FOR STREET IMPROVEMENT PROJECTS

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,550,000 for the public purpose of paying the cost of street improvement projects.

Adopted, approved and recorded May 12, 2020.

Michael J. Palm
Mayor

ATTEST:

Brenda M. Zeman
City Clerk

(SEAL)

NBR - 4

INITIAL RESOLUTION AUTHORIZING GENERAL
OBLIGATION BONDS IN AN AMOUNT NOT TO EXCEED
\$1,140,000 FOR CONSTRUCTION OF AN ENGINE HOUSE

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,140,000 for the public purpose of paying the cost of construction of an engine house.

Adopted, approved and recorded May 12, 2020.

Michael J. Palm
Mayor

ATTEST:

Brenda M. Zeman
City Clerk

(SEAL)

NBR - 5

RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Adopted, approved and recorded May 12, 2020.

Michael J. Palm
Mayor

ATTEST:

Brenda M. Zeman
City Clerk

(SEAL)

RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$2,690,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2020A

WHEREAS, the City of Baraboo, Sauk County, Wisconsin (the "City") has adopted initial resolutions (collectively, the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

- (a) \$1,550,000 for street improvement projects; and
- (b) \$1,140,000 for construction of an engine house.

WHEREAS, the Common Council hereby finds and determines that the projects described in the Initial Resolutions are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2020A" (the "Bonds") in an amount not to exceed \$2,690,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted, approved and recorded May 12, 2020.

Michael J. Palm
Mayor

ATTEST:

Brenda M. Zeman
City Clerk

(SEAL)

REPORT OF BUILDING INSPECTION
Construction, Plumbing, Electrical, HVAC, Commercial
APRIL

PERMIT TYPE	2019						2020					
	ISSUED	YTD	EST COST	YTD	FEES	YTD	ISSUED	YTD	EST COST	YTD	FEES	YTD
Commercial, New	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Commercial Addition	1	1	\$68,000.00	\$68,000.00	\$566.20	\$566.20	1	2	\$320,000.00	\$42,820,000.00	\$1,005.43	\$34,942.46
Commercial, Alterations	3	12	\$227,102.00	\$685,302.00	\$690.00	\$4,330.24	4	11	\$105,500.00	\$527,500.00	\$2,436.64	\$5,433.64
Commercial, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential , New SF	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	1	\$0.00	\$299,000.00	\$0.00	\$964.02
Residential, New Duplex	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Residential, Additions	0	0	\$0.00	\$0.00	\$0.00	\$0.00	1	1	\$30,000.00	\$30,000.00	\$100.00	\$100.00
Residential Remodel	5	17	\$23,000.00	\$177,563.00	\$491.66	\$1,451.66	0	18	\$0.00	\$375,305.00	\$0.00	\$1,786.10
Residential, Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Accessory Building Razing	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$60.00	\$90.00
Roofing/Siding/Windows	17	46	\$188,000.00	\$834,542.00	\$1,196.00	\$4,572.00	4	15	\$47,000.00	\$126,400.00	\$282.00	\$804.00
Garage/Sheds/Deck/Fence	6	10	\$22,200.00	\$54,600.00	\$435.00	\$720.00	19	26	\$53,039.00	\$100,724.00	\$1,290.00	\$1,740.00
Multi-Family Units	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	0	\$0.00	\$0.00	\$0.00	\$0.00
Plumbing Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	2	\$0.00	\$5,946.00	\$0.00	\$120.00
Electrical Only	3	14	\$7,900.00	\$37,421.00	\$180.00	\$1,000.00	5	18	\$9,727.00	\$108,926.00	\$420.00	\$1,475.00
HVAC Only	0	0	\$0.00	\$0.00	\$0.00	\$0.00	0	1	\$2,469.00	\$4,969.00	\$60.00	\$160.00
Sign Permits	2	7	\$7,000.00	\$11,500.00	\$300.00	\$570.00	2	4	\$5,500.00	\$9,000.00	\$90.00	\$210.00
Misc. Permits	0	0	\$0.00	\$0.00	\$0.00	\$0.00	1	1	\$600.00	\$600.00	\$60.00	\$60.00
TOTALS	37	107	\$543,202.00	\$1,868,928.00	\$3,858.86	\$13,210.10	37	100	\$573,835.00	\$44,408,370.00	\$5,804.07	\$47,885.22



Projected Impact of Proposed Projects

Existing General Debt Obligations							Projected Debt Service													
	Equalized Value Projection	% Change in EV	Total Obligations	Total Less Non Levy Revenues	Net Debt Service Levy	Debt Service Tax Rate		General Obligation Bonds, 2020 \$2,690,000 Dated 6-01-20			Line of Credit Fire & EMS Station	Line of Credit Library	Total Projected Debt Service Less Abatements	Net Debt Service Levy	Levy Change	Debt Service Tax Rate @ 0.50% Growth	General Fund Expenditures 2% annual increase	Operating Expenses = General Fund & Debt Service	Debt as a % to operating Expenses	
YEAR							YEAR	Prin (2/1)	Rate	Interest										YEAR
2018	815,339,000	4.08%	2,599,213	(1,460,709)	1,138,504	1.40	2018						1,138,504			1.40				2018
2019	825,313,400	1.22%	3,053,585	(1,615,360)	1,438,225	1.74	2019						1,438,225	299,721		1.74	12,458,215	13,896,440	10%	2019
2020	829,439,967	0.50%	3,261,172	(1,520,735)	1,740,437	2.10	2020						1,740,437	302,211		2.10	12,707,379	14,447,816	12%	2020
2021	833,587,167	0.50%	2,948,381	(1,228,346)	1,720,034	2.06	2021	50,000	1.600%	66,613		116,613	1,836,647	96,211		2.20	12,961,527	14,798,174	12%	2021
2022	837,755,103	0.50%	2,679,729	(978,261)	1,701,468	2.03	2022	100,000	1.600%	62,733	512,000	410,000	1,084,733	2,786,200	949,553	3.33	13,220,757	16,006,958	17%	2022
2023	841,943,878	0.50%	2,701,566	(1,019,123)	1,682,444	2.00	2023	100,000	1.800%	61,033	512,000	410,000	1,083,033	2,765,476	(20,724)	3.28	13,485,173	16,250,649	17%	2023
2024	846,153,598	0.50%	2,533,955	(863,733)	1,670,223	1.97	2024	100,000	1.800%	59,233	512,000	410,000	1,081,233	2,751,455	(14,021)	3.25	13,754,876	16,506,331	17%	2024
2025	850,384,366	0.50%	2,051,145	(629,789)	1,421,356	1.67	2025	105,000	1.800%	57,388	512,000	410,000	1,084,388	2,505,744	(245,711)	2.95	14,029,974	16,535,717	15%	2025
2026	854,636,287	0.50%	1,843,605	(528,295)	1,315,310	1.54	2026	130,000	2.000%	55,143	512,000	410,000	1,107,143	2,422,453	(83,291)	2.83	14,310,573	16,733,026	14%	2026
2027	858,909,469	0.50%	1,363,490	(73,510)	1,289,980	1.50	2027	140,000	2.000%	52,443	512,000	410,000	1,114,443	2,404,423	(18,030)	2.80	14,596,784	17,001,207	14%	2027
2028	863,204,016	0.50%	1,325,978	(81,645)	1,244,333	1.44	2028	140,000	2.000%	49,643	512,000	410,000	1,111,643	2,355,975	(48,448)	2.73	14,888,720	17,244,695	14%	2028
2029	867,520,036	0.50%	1,107,256	(19,365)	1,087,891	1.25	2029	145,000	2.300%	46,575	512,000	410,000	1,113,575	2,201,466	(154,509)	2.54	15,186,495	17,387,961	13%	2029
2030	871,857,636	0.50%	1,108,835	(18,915)	1,089,920	1.25	2030	145,000	2.300%	43,240	512,000	410,000	1,110,240	2,200,160	(1,306)	2.52	15,490,224	17,690,384	12%	2030
2031	876,216,925	0.50%	999,525	(18,465)	981,060	1.12	2031	145,000	2.300%	39,905	512,000	410,000	1,106,905	2,087,965	(112,195)	2.38	15,800,029	17,887,994	12%	2031
2032	880,598,009	0.50%	987,556	(18,015)	969,541	1.10	2032	150,000	2.500%	36,363	512,000	410,000	1,108,363	2,077,904	(10,061)	2.36	16,116,030	18,193,933	11%	2032
2033	885,000,999	0.50%	975,244	(17,565)	957,679	1.08	2033	155,000	2.500%	32,550	512,000	410,000	1,109,550	2,067,229	(10,675)	2.34	16,438,350	18,505,579	11%	2033
2034	889,426,004	0.50%	962,806	(17,115)	945,691	1.06	2034	155,000	2.500%	28,675	512,000	410,000	1,105,675	2,051,366	(15,863)	2.31	16,767,117	18,818,483	11%	2034
2035	893,873,134	0.50%	900,963	(16,665)	884,298	0.99	2035	155,000	2.750%	24,606	512,000	410,000	1,101,606	1,985,904	(65,463)	2.22	17,102,459	19,088,363	10%	2035
2036	898,342,500	0.50%	643,400	(16,200)	627,200	0.70	2036	155,000	2.750%	20,344	512,000	410,000	1,097,344	1,724,544	(261,360)	1.92	17,444,509	19,169,052	9%	2036
2037	902,834,212	0.50%	614,800	(15,720)	599,080	0.66	2037	155,000	2.750%	16,081	512,000	410,000	1,093,081	1,692,161	(32,383)	1.87	17,793,399	19,485,560	9%	2037
2038	907,348,384	0.50%	101,600	(15,240)	86,360	0.10	2038	155,000	3.000%	11,625	512,000	410,000	1,088,625	1,174,985	(517,176)	1.29	18,149,267	19,324,252	6%	2038
2039	911,885,125	0.50%					2039	155,000	3.000%	6,975	512,000	410,000	1,083,975	1,083,975	(91,010)	1.19	18,512,252	19,596,227	6%	2039
2040	916,444,551	0.50%					2040	155,000	3.000%	2,325	512,000	410,000	1,079,325	1,079,325	(4,650)	1.18	18,882,497	19,961,822	5%	2040
2041	921,026,774	0.50%					2041				512,000	410,000	922,000	922,000	(157,325)	1.00	19,260,147	20,182,147	5%	2041
2042	925,631,908	0.50%					2042				512,000	410,000	922,000	922,000		1.00	19,645,350	20,567,350	4%	2042
2043	930,260,067	0.50%					2043				512,000	410,000	922,000	922,000		0.99	20,038,257	20,960,257	4%	2043
2044	934,911,368	0.50%					2044				512,000	410,000	922,000	922,000		0.99	20,439,022	21,361,022	4%	2044
2045	939,585,924	0.50%					2045				512,000	410,000	922,000	922,000		0.98	20,847,803	21,769,803	4%	2045
TOTALS			32,164,591	(8,712,062)	23,452,529		TOTALS	2,690,000		773,489	12,288,000	9,840,000	25,591,489	49,044,018						TOTALS

NOTES

Rates based on "A1" sale 3/17/20 + .30

May 12, 2020

Pre-Sale Report for

City of Baraboo, Wisconsin

\$2,690,000 General Obligation Corporate Purpose
Bonds, Series 2020



Prepared by:

Dawn Gunderson Schiel, CPFO/CIPMA
Senior Municipal Advisor

David Ferris, CPA
Municipal Advisor

Executive Summary of Proposed Debt

Proposed Issue:	\$2,690,000 General Obligation Corporate Purpose Bonds, Series 2020
Purposes:	<p>The proposed issue includes financing for the following purposes:</p> <p>Finance 2020 and 2021 Capital projects</p> <ul style="list-style-type: none"> • Fire/EMS Projects. Debt service will be paid from ad valorem property taxes. • Streets Projects. Debt service will be paid from ad valorem property taxes.
Authority:	<p>The Bonds are being issued pursuant to Wisconsin Statute(s):</p> <ul style="list-style-type: none"> • 67.04 <p>The Bonds will be general obligations of the City for which its full faith, credit and taxing powers are pledged.</p> <p>The Bonds count against the City's General Obligation Debt Capacity Limit of 5% of total City Equalized Valuation. Following issuance of the Bonds, the City's total General Obligation debt principal outstanding will be approximately \$18 million, which is 42% of its limit. Remaining General Obligation Borrowing Capacity will be approximately \$25 million.</p>
Term/Call Feature:	<p>The Bonds are being issued for a term of 20 years. Principal on the Bonds will be due on February 1 in the years 2021 through 2040. Interest is payable every six months beginning February 1, 2021.</p> <p>The Bonds will be subject to prepayment at the discretion of the City on February 1, 2029 or any date thereafter.</p>
Bank Qualification:	<p>Because the City is expecting to issue no more than \$10,000,000 in tax exempt debt during the calendar year, the City will be able to designate the Bonds as "bank qualified" obligations. Bank qualified status broadens the market for the Bonds, which can result in lower interest rates.</p>
Rating:	<p>The City's most recent bond issues were rated by Moody's Investors Service. The current ratings on those bonds are "Aa3". The City will request a new rating for the Bonds.</p> <p>If the winning bidder on the Bonds elects to purchase bond insurance, the rating for the issue may be higher than the City's bond rating in the event that the bond rating of the insurer is higher than that of the City.</p>

<p>Basis for Recommendation:</p>	<p>Based on our knowledge of your situation, your objectives communicated to us, our advisory relationship as well as characteristics of various municipal financing options, we are recommending the issuance of Bonds as a suitable option based on:</p> <ul style="list-style-type: none"> • The expectation this form of financing will provide the overall lowest cost of funds while also meeting the City’s objectives for term, structure and optional redemption. • The City having adequate General Obligation debt capacity to undertake this financing. • The nature of the projects being financed, which will not generate user or other fees, that could be pledged to secure a revenue obligation. • The City’s current Capital Improvements Plan which identified issuance of General Obligation Bonds to finance these projects.
<p>Method of Sale/Placement:</p>	<p>We will solicit competitive bids for the purchase of the Bonds from underwriters and banks.</p> <p>We will include an allowance for discount bidding in the terms of the issue. The discount is treated as an interest item and provides the underwriter with all or a portion of their compensation in the transaction.</p> <p>If the Bonds are purchased at a price greater than the minimum bid amount (maximum discount), the unused allowance may be used to reduce your borrowing amount.</p>
<p>Premium Pricing:</p>	<p>In some cases, investors in municipal bonds prefer “premium” pricing structures. A premium is achieved when the coupon for any maturity (the interest rate paid by the issuer) exceeds the yield to the investor, resulting in a price paid that is greater than the face value of the bonds. The sum of the amounts paid in excess of face value is considered “reoffering premium.” The underwriter of the bonds will retain a portion of this reoffering premium as their compensation (or “discount”) but will pay the remainder of the premium to the City.</p> <p>For this issue of Bonds, any premium amount received that is in excess of the underwriting discount and any capitalized interest amounts must be placed in the debt service fund and used to pay a portion of the interest payments due on the Bonds. We anticipate using any premium amounts received to reduce the issue size.</p> <p>The amount of premium allowed can be restricted in the bid specifications. Restrictions on premium may result in fewer bids, but may also eliminate large adjustments on the day of sale and unintended results with respect to debt service payment impacts. Ehlers will identify appropriate</p>

	premium restrictions for the Bonds intended to achieve the City's objectives for this financing.
Other Considerations:	The Bonds will be offered with the option of the successful bidder utilizing a term bond structure. By offering underwriters the option to "term up" some of the maturities at the time of the sale, it gives them more flexibility in finding a market for your Bonds. This makes your issue more marketable, which can result in lower borrowing costs. In the event that the successful bidder utilizes a term bond structure, we recommend the City retain a paying agent to handle responsibility for processing mandatory redemption/call notices associated with term bonds.
Review of Existing Debt:	<p>We have reviewed all outstanding indebtedness for the City and find that there are no refunding opportunities at this time.</p> <p>We will continue to monitor the market and the call dates for the City's outstanding debt and will alert you to any future refunding opportunities.</p>
Continuing Disclosure:	Because the City has more than \$10,000,000 in outstanding debt (including this issue) and this issue is over \$1,000,000, the City will be agreeing to provide certain updated Annual Financial Information and its Audited Financial Statement annually, as well as providing notices of the occurrence of certain reportable events to the Municipal Securities Rulemaking Board (the "MSRB"), as required by rules of the Securities and Exchange Commission (SEC). The City is already obligated to provide such reports for its existing bonds, and has contracted with Ehlers to prepare and file the reports.
Arbitrage Monitoring:	Because the Bonds tax-exempt obligations, the City must ensure compliance with certain Internal Revenue Service (IRS) rules throughout the life of the issue. These rules apply to all gross proceeds of the issue, including initial bond proceeds and investment earnings in construction, escrow, debt service, and any reserve funds. How issuers spend bond proceeds and how they track interest earnings on funds (arbitrage/yield restriction compliance) are common subjects of IRS inquiries. Your specific responsibilities will be defined in the Tax Exemption Certificate prepared by your Bond Attorney and provided at closing. We recommend that you regularly monitor compliance with these rules and/or contract with Ehlers to assist you.
Investment of Bond Proceeds:	To maximize interest earnings we recommend using an SEC registered investment advisor to assist with the investment of bond proceeds until they are needed to pay project costs. Ehlers is a registered investment advisor, and can assist the City in developing an appropriate investment strategy if needed.
Other Service Providers:	This debt issuance will require the engagement of other public finance service providers. This section identifies those other service providers, so Ehlers can

	<p>coordinate their engagement on your behalf. Where you have previously used a particular firm to provide a service, we have assumed that you will continue that relationship. For services you have not previously required, we have identified a service provider. Fees charged by these service providers will be paid from proceeds of the obligation, unless you notify us that you wish to pay them from other sources. Our pre-sale bond sizing includes a good faith estimate of these fees, but the final fees may vary. If you have any questions pertaining to the identified service providers or their role, or if you would like to use a different service provider for any of the listed services please contact us.</p> <p>Bond Counsel: Quarles & Brady LLP</p> <p>Paying Agent: To be determined by Issuer</p> <p>Rating Agency: Moody's Investors Service, Inc.</p>
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Proposed Debt Issuance Schedule

Pre-Sale Review by Common Council:	May 12, 2020
Due Diligence Call to review Official Statement:	Week of June 8, 2020
Conference with Rating Agency:	Week of June 8, 2020
Distribute Official Statement:	June 15, 2020
Common Council Meeting to Award Sale of the Bonds:	June 23, 2020
Estimated Closing Date:	July 16, 2020

Attachments

Estimated Sources and Uses of Funds
 Estimated Proposed Debt Service Schedule
 Bond Buyer Index

Ehlers Contacts

Municipal Advisors:	Dawn Gunderson Schiel	(262) 796-6166
	David Ferris	(262) 796-6194
Disclosure Coordinator:	Sue Porter	(262) 796-6167
Financial Analyst:	Kathy Myers	(262) 796-6177

The Preliminary Official Statement for this financing will be sent to the Common Council at their home or email address for review prior to the sale date.



Capital Financing Plan Sizing

	GO Bonds 2020
Projects	
Public Works Construction Fund	
Annual Street Projects	1,500,000
Fire & EMS Final Design Phase	600,000
Fire Station Repair	500,000
UW Theater & Art Renovation	0
Project Needs	2,600,000
Issuance Expenses	
Municipal Advisor	24,800
Bond Counsel	12,500
Disclosure Counsel	7,500
Paying Agent If terms	850
Rating	13,500
Underwriter Fees	33,625
Total Funds Needed	2,692,775
Less Interest	(6,500)
Rounding	3,725
Size of Issue	2,690,000



Projected Impact of Proposed Projects

Existing General Debt Obligations							Projected Debt Service											
	Equalized Value Projection	% Change in EV	Total Obligations	Total Less Non Levy Revenues	Net Debt Service Levy	Debt Service Tax Rate		General Obligation Bonds, 2020 \$2,690,000 Dated 6-01-20			Total Projected Debt Service Less Abatements	Net Debt Service Levy	Levy Change	Debt Service Tax Rate @ 0.50% Growth	General Fund Expenditures 2% annual increase	Operating Expenses = General Fund & Debt Service	Debt as a % to operating Expenses	
YEAR							YEAR	Prin (2/1)	Rate	Interest								YEAR
2018	815,339,000	4.08%	2,599,213	(1,460,709)	1,138,504	1.40	2018					1,138,504		1.40				2018
2019	825,313,400	1.22%	3,053,585	(1,615,360)	1,438,225	1.74	2019					1,438,225	299,721	1.74	12,458,215	13,896,440	10%	2019
2020	829,439,967	0.50%	3,261,172	(1,520,735)	1,740,437	2.10	2020					1,740,437	302,211	2.10	12,707,379	14,447,816	12%	2020
2021	833,587,167	0.50%	2,948,381	(1,228,346)	1,720,034	2.06	2021	50,000	1.600%	66,613	116,613	1,836,647	96,211	2.20	12,961,527	14,798,174	12%	2021
2022	837,755,103	0.50%	2,679,729	(978,261)	1,701,468	2.03	2022	100,000	1.600%	62,733	162,733	1,864,200	27,553	2.23	13,220,757	15,084,958	12%	2022
2023	841,943,878	0.50%	2,701,566	(1,019,123)	1,682,444	2.00	2023	100,000	1.800%	61,033	161,033	1,843,476	(20,724)	2.19	13,485,173	15,328,649	12%	2023
2024	846,153,598	0.50%	2,533,955	(863,733)	1,670,223	1.97	2024	100,000	1.800%	59,233	159,233	1,829,455	(14,021)	2.16	13,754,876	15,584,331	12%	2024
2025	850,384,366	0.50%	2,051,145	(629,789)	1,421,356	1.67	2025	105,000	1.800%	57,388	162,388	1,583,744	(245,711)	1.86	14,029,974	15,613,717	10%	2025
2026	854,636,287	0.50%	1,843,605	(528,295)	1,315,310	1.54	2026	130,000	2.000%	55,143	185,143	1,500,453	(83,291)	1.76	14,310,573	15,811,026	9%	2026
2027	858,909,469	0.50%	1,363,490	(73,510)	1,289,980	1.50	2027	140,000	2.000%	52,443	192,443	1,482,423	(18,030)	1.73	14,596,784	16,079,207	9%	2027
2028	863,204,016	0.50%	1,325,978	(81,645)	1,244,333	1.44	2028	140,000	2.000%	49,643	189,643	1,433,975	(48,448)	1.66	14,888,720	16,322,695	9%	2028
2029	867,520,036	0.50%	1,107,256	(19,365)	1,087,891	1.25	2029	145,000	2.300%	46,575	191,575	1,279,466	(154,509)	1.47	15,186,495	16,465,961	8%	2029
2030	871,857,636	0.50%	1,108,835	(18,915)	1,089,920	1.25	2030	145,000	2.300%	43,240	188,240	1,278,160	(1,306)	1.47	15,490,224	16,768,384	8%	2030
2031	876,216,925	0.50%	999,525	(18,465)	981,060	1.12	2031	145,000	2.300%	39,905	184,905	1,165,965	(112,195)	1.33	15,800,029	16,965,994	7%	2031
2032	880,598,009	0.50%	987,556	(18,015)	969,541	1.10	2032	150,000	2.500%	36,363	186,363	1,155,904	(10,061)	1.31	16,116,030	17,271,933	7%	2032
2033	885,000,999	0.50%	975,244	(17,565)	957,679	1.08	2033	155,000	2.500%	32,550	187,550	1,145,229	(10,675)	1.29	16,438,350	17,583,579	7%	2033
2034	889,426,004	0.50%	962,806	(17,115)	945,691	1.06	2034	155,000	2.500%	28,675	183,675	1,129,366	(15,863)	1.27	16,767,117	17,896,483	6%	2034
2035	893,873,134	0.50%	900,963	(16,665)	884,298	0.99	2035	155,000	2.750%	24,606	179,606	1,063,904	(65,463)	1.19	17,102,459	18,166,363	6%	2035
2036	898,342,500	0.50%	643,400	(16,200)	627,200	0.70	2036	155,000	2.750%	20,344	175,344	802,544	(261,360)	0.89	17,444,509	18,247,052	4%	2036
2037	902,834,212	0.50%	614,800	(15,720)	599,080	0.66	2037	155,000	2.750%	16,081	171,081	770,161	(32,383)	0.85	17,793,399	18,563,560	4%	2037
2038	907,348,384	0.50%	101,600	(15,240)	86,360	0.10	2038	155,000	3.000%	11,625	166,625	252,985	(517,176)	0.28	18,149,267	18,402,252	1%	2038
2039	911,885,125	0.50%					2039	155,000	3.000%	6,975	161,975	161,975	(91,010)	0.18	18,512,252	18,674,227	1%	2039
2040	916,444,551	0.50%					2040	155,000	3.000%	2,325	157,325	157,325	(4,650)	0.17	18,882,497	19,039,822	1%	2040
2041	921,026,774	0.50%					2041					0	(157,325)	0.00	19,260,147	19,260,147	0%	2041
2042	925,631,908	0.50%					2042					0		0.00	19,645,350	19,645,350	0%	2042
2043	930,260,067	0.50%					2043					0		0.00	20,038,257	20,038,257	0%	2043
2044	934,911,368	0.50%					2044					0		0.00	20,439,022	20,439,022	0%	2044
2045	939,585,924	0.50%					2045					0		0.00	20,847,803	20,847,803	0%	2045
TOTALS			32,164,591	(8,712,062)	23,452,529		TOTALS	2,690,000		773,489	3,463,489	26,916,018						TOTALS

NOTES

Rates based on "A1" sale 3/17/20 + .30

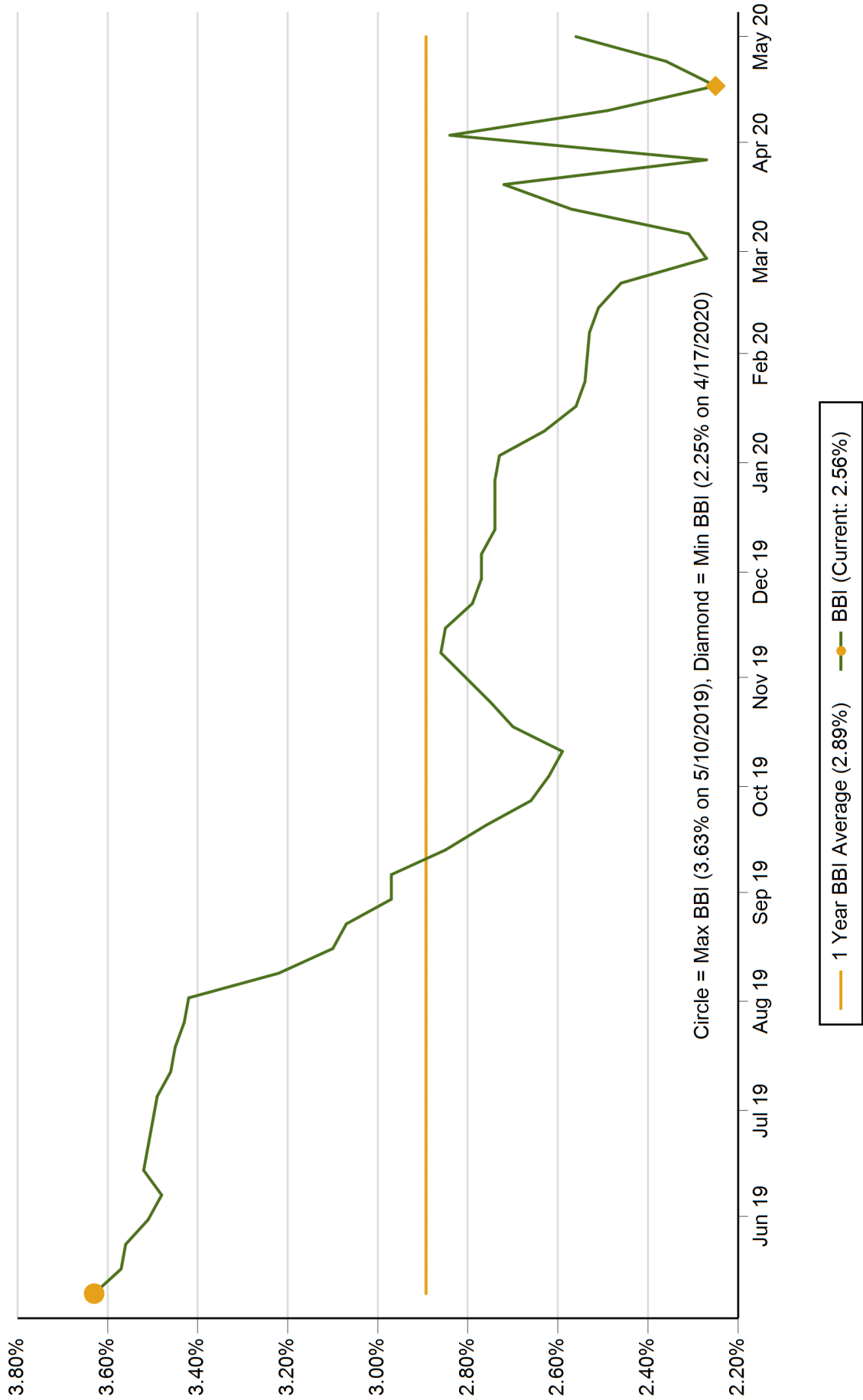


Allocation of General Obligation Bonds, 2020

	Streets				Fire & EMS				TOTAL		
Year	Principal	Rate	Interest	Total	Principal	Rate	Interest	Total	Principal	Interest	Total
2020											
2021	25,000	1.60%	37,907	62,907	25,000	1.60%	28,706	53,706	50,000	66,613	\$ 116,613
2022	75,000	1.60%	35,583	110,583	25,000	1.60%	27,150	52,150	100,000	62,733	162,733
2023	75,000	1.80%	34,308	109,308	25,000	1.80%	26,725	51,725	100,000	61,033	161,033
2024	75,000	1.80%	32,958	107,958	25,000	1.80%	26,275	51,275	100,000	59,233	159,233
2025	75,000	1.80%	31,608	106,608	30,000	1.80%	25,780	55,780	105,000	57,388	162,388
2026	75,000	2.00%	30,183	105,183	55,000	2.00%	24,960	79,960	130,000	55,143	185,143
2027	75,000	2.00%	28,683	103,683	65,000	2.00%	23,760	88,760	140,000	52,443	192,443
2028	75,000	2.00%	27,183	102,183	65,000	2.00%	22,460	87,460	140,000	49,643	189,643
2029	80,000	2.30%	25,513	105,513	65,000	2.30%	21,063	86,063	145,000	46,575	191,575
2030	80,000	2.30%	23,673	103,673	65,000	2.30%	19,568	84,568	145,000	43,240	188,240
2031	80,000	2.30%	21,833	101,833	65,000	2.30%	18,073	83,073	145,000	39,905	184,905
2032	80,000	2.50%	19,913	99,913	70,000	2.50%	16,450	86,450	150,000	36,363	186,363
2033	85,000	2.50%	17,850	102,850	70,000	2.50%	14,700	84,700	155,000	32,550	187,550
2034	85,000	2.50%	15,725	100,725	70,000	2.50%	12,950	82,950	155,000	28,675	183,675
2035	85,000	2.75%	13,494	98,494	70,000	2.75%	11,113	81,113	155,000	24,606	179,606
2036	85,000	2.75%	11,156	96,156	70,000	2.75%	9,188	79,188	155,000	20,344	175,344
2037	85,000	2.75%	8,819	93,819	70,000	2.75%	7,263	77,263	155,000	16,081	171,081
2038	85,000	3.00%	6,375	91,375	70,000	3.00%	5,250	75,250	155,000	11,625	166,625
2039	85,000	3.00%	3,825	88,825	70,000	3.00%	3,150	73,150	155,000	6,975	161,975
2040	85,000	3.00%	1,275	86,275	70,000	3.00%	1,050	71,050	155,000	2,325	157,325
	\$ 1,550,000		\$ 427,858	\$ 1,977,858	\$ 1,140,000		\$ 345,631	\$ 1,485,631	\$ 2,690,000	\$ 773,489	\$ 3,463,489

1 YEAR TREND IN MUNICIPAL BOND INDICES

Weekly Rates May, 2019 - May, 2020



The Bond Buyer "20 Bond Index" (BBI) shows average yields on a group of municipal bonds that mature in 20 years and have an average rating equivalent to Moody's Aa2 and S&P's AA.

Source: The Bond Buyer

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, K. Stieve

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of April 14, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,713,540.07**. Motion carried unanimously.
- b) **Vacation Policy** – Adm. Downing explained that this change will allow additional flexibility of when an employee can use their accrued vacation time. This change will keep employees from losing vacation time that is not able to be taken; with the current policy, employees would lose vacation that is not taken. Moved by Kent, seconded by Sloan to recommend to Council for approval. Motion carried unanimously.
- c) **Emergency Assistance Loan Program** – P. Cannon explained that this program is designed to give loans not to exceed \$5,000 to small businesses with less than 25 employees. This will enable the businesses to cover their costs, such as payroll, through the COVID situation. Adm. Downing notes that the two funds that make up the \$250,000 are not pegged for any specific purpose making them available for this program. In an effort to be more accommodating to our small businesses, the loans will be due July 15, 2021. The loans will be interest free through December 15, 2020 and 2% per annum from December 16, 2020 to July 15, 2021. Ald. Petty questioned no requirement of collateral other than the Promissory Note. P. Cannon explained that a Promissory Note is typically used for smaller loans; the City didn't feel that the requirements to go through with collateral was good use of staff time. They tried to keep the process simple for local businesses. This loan is strictly limited to businesses within the City of Baraboo. It was noted there was discrepancy in the date the interest would start. The committee recommends that the program be amended to be interest free until December 31, 2020 and 2% per annum from January 1, 2021 to July 15, 2021. Moved by Sloan to amend the program to be interest free through December 31, 2020, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **1st Qtr. Budget Amendments** – The Committee reviewed the 1st Qtr. 2020 budget amendments. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Fire Station Remodel Costs** – Fire Chief Kevin Stieve noted that the remodel is a pretty aggressive schedule based on some hard costs and some estimated costs. This will help them out to expand some programming and it also opens up the invitation to invite the Baraboo District Ambulance to share this large building. Updates include raising the concrete floor, new turnout gear lockers that can travel to the new station, sleeping quarters in the basement, and some cosmetic upgrades. Adm. Downing reminded the Committee that \$500,000 of new debt to pay for these improvements was already approved during the last budget process.
- b) **1st Qtr. 2020 Financial Statement** – The Committee reviewed the Financial Statement.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:29pm.

Brenda Zeman, City Clerk

Minutes of the Public Safety Committee Meeting – April 13, 2020

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz was absent. **Others Present:** Kennie Downing, Emily Truman, Kevin Stieve, Tom Pinion, Wade Peterson, Mark Schauf, and Mike Palm.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the February 24, 2020 meeting. Motion carried unanimously.

New Business

- a. Consider proposed revision to the Financial Hardship repayment provision for Special Assessments – Engineer Pinion said that making a provision for a financial hardship was discussed in February 2019, specifically to allow the \$100 payment or 3.5% of the assessment, whichever was greater; however, never got any action or went to Council. He said that when it was looked at this year, a suggestion was made to make it 5% instead of the 3.5%. He said the reason for this it that 5% is 1/20th of the total, and with a life expectancy of 20 years, it would actually be paid off when the life expectancy expired. He said at 3.5% it would be paid off just shy of 30 year. He said it is the feeling of staff that 5% would be more appropriate. It was stated that the 5% of \$2000 would be \$100 based on 70 lineal feet of sidewalk per lot. Pinion said that most of the lots this year are substantially more than 70 feet. He said that the 70-feet was based on the \$30.00 per square foot estimate; however, the actual bid prices came in at \$24/ft, so \$2,000 would equate to 85 feet of front, so homeowners having more than 83 of frontage could be paying more than \$100. Kolb then asked if the Committee should also be addressing the delaying or deferring of payments due to the extraordinary circumstances. Pinion said that this provision is not on the agenda, therefore, cannot be discussed at this time. Pinion said when the final resolution is discussed, which will include all payment options that would be the time to consider that special provision. Attorney Truman agreed regarding the item not being on the agenda. It was moved by Kolb to accept the proposed revision to the Financial Hardship repayment provision for Special Assessments, noting that it would be \$100 per year, or 5% of the cost, whichever is greater. Plautz seconded. Motion carried unanimously.
- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Tuttle Street, 9th Street, and 13th Avenue that will be installed as part of the 2020 Street Improvements – Pinion presented background to the Committee. Pinion then explained the three-step process for levying special assessments. Kolb agrees to the connection on the 9th Street to Tuttle. He said he has a problem with removing mature trees, but he realizes that they can be replaced. He asked if the 4-foot sidewalks would be continued. Pinion said that this would be a policy decision that the Committee could recommend. He said that the City's standard is 5-foot, but given the concession that the Council made a few years ago, one could argue it makes sense to continue that 4-foot site work on the balance of that roadway. Kolb said that he would be in favor of continuing with 4-foot sidewalks on 13th Avenue for consistency. He asked if this is where he should suggest that a provision for some kind of relief by deferring or delaying payments for extraordinary circumstances should be entered. Attorney Truman asked if there was anything in particular that he had in mind. Kolb said that he would like to direct the City to look at this issue and come up with something at the time of Council. Plautz said that he would hate to see the beautiful, mature trees removed. Pinion said that there would be a neighborhood meeting in advance of the Public Hearing. Pinion said that it is the practice of the Forestry Department to replace the trees at a ratio of one for one, and in some instances where the mature trees, they have been known to replace some at the ratio of 2-to-one. Plautz asked if sidewalks could be installed without removing trees. Pinion said no, if we are to maintain at least four-foot green terrace between the curb and the new sidewalk, he cannot squeeze it in the front of the trees and there is not enough room. Plautz said that he was going to abstain at this time. It was moved by Kolb to recommend levying the Special Assessments in accordance with the Sidewalk Policy for new sidewalk and that the Committee direct the City to consider the possibility of deferring or delaying the initial payment in time for the Council meeting. Plautz seconded the motion. Plautz said that the 4-foot sidewalk looks very small and asked as long as the trees have to go could a 5-foot sidewalk be installed. Pinion said that when the City had the discussion with the neighboring two blocks to the east the City conceded that the sidewalk would be 4-foot in width. He said that 36" sidewalk is the bare minimum, the sidewalks would be 48", which complies with ADA for wheelchair purposes. He said that it boils down to cost, it is 25% more for the homeowners to bare if it is 5-foot versus 4-foot. Motion carried 2-1, Plautz abstained.
- c. Review Bid Tabulations for 2020 Street Improvement Projects and recommend award of contracts – Pinion said there were two separate proposals, one was all of the street reconstructions that didn't have any underground work associated with them and the other three projects were underground primarily, a water main on Mound Street and then storm sewer on both Hill and the Camp Street alley. There were five total bidders, two on Proposal A, and four on Proposal B. He said that the prices

were very competitive and the resolution that was included subsequent to that will go to Council as recommending award to the respective low bidders, Dean Blum Excavating for Proposal A, and J&J Underground LLC for Proposal B. Kolb moved to accept the low from Dean Blum Excavating and J&J Underground. Plautz seconded the motion. Motion carried unanimously.

- d. Review Proposal for Noxious Weeds & Rank Growth Proposal and recommend award of contract – Pinion presented the background regarding the proposals. He said there were two bidders, Sunrise Property Care, and Landscape Logiq, LLC. Prices are relatively close to one another, it is the recommendation of staff is Sunrise Property Care. It was moved by Kolb to accept the low bid of Sunrise Property Care. Motion carried unanimously.
- e. Review STH 136 Median Mowing Proposals and recommend award of contract – Pinion said there were three bidders and STH 136 Median Mowing. Top 2 Bottom who has historically been the low bidder on that submitted the low bid price again at \$55.00 per mowing. Sunrise Property Care was \$60.00, and newcomer Landscape Logiq, LLC was \$300 per mowing. He said it is staff recommendation to award the bid to Top 2 Bottom. It was moved by Tom Kolb to award to the low bidder, Top 2 Bottom. Plautz seconded the motion. Motion carried unanimously.
- f. Review Proposals for Storm Water Quality Management Plan Update and recommend award of contract – Pinion said that the City put together a Master Storm Water Plan in 2007, and it is time to update it. He said that two years ago the City applied for an Urban Non-Point Source Planning Grant to assist in the cost of this and were not successful. He said in 2019 a proposal was submitted and were successful receiving \$31,000 in a grant to help offset the cost. He said it was budgeted for 2019, the fact the City got the grant, it could not start until 2020; therefore, the City postponed the start of it to take advantage of the grant. He said the he solicited six different consultants requesting the cost for them to update the plan. He said that he shared the old plan, the budget, and the entire application for and four of them opted not to submit a proposal. He said that MSA was at \$75,536, Short Elliot, Henderson, which is SHE was \$88,771. He said that both firms are capable of doing it, and thinks it's a better bag for the buck if the City spends less money on it and MSA should be more familiar with it and have some of the modeling involved which he suspects the reason for the significant difference in price, so staff recommends an award to MSA Professional Services for \$75,536. It was moved by Kolb to approve the low bidder, MSA in the amount of \$75,536 for the update of the Storm Water Quality Management Plan. Plautz seconded the motion. Motion carried unanimously.
- g. Review Proposals for Asbestos Testing and Sampling, for the former Ringling Manor – St. Mary's Hospital at 1208 Oak Street, and recommend award of contract – Pinion said that the Council has reiterated their desire to raze this property, so the first step in that is to have someone come in and test the building for asbestos or lead paint that is present, take samples and send them in for testing. He said that he solicited proposals from four different companies, two declined, they did not want to go into the building in its current condition, so the two that responded were Badger Environmental Services, and A&A Environmental. He said that Badger was there 14 years ago and did all the sampling and testing for the developer that was proposing Swift Haven, but no one has a copy of that. He said the City has discussed acquiring the property with the County, there is a clear path to do that; however, we don't want to do it until we have some other funding in place, and we need the results back before applying for the funding, and it is a \$2,200 cost to get someone to come in and do the requisite testing on the property. Staff is recommending awarding to Badger Environmental. It was moved by Kolb to accept the lower bidder, Badger Environmental Services LLC in the amount of \$2,200. Plautz seconded the motion. Motion carried unanimously.
- h. Consider Alliant Energy's request for a 12-foot wide utility easement on City-owned land immediately north of the northerly right-of-way of 2nd Avenue adjacent to Lower Ochsner Park – Pinion presented background for this item. He said Alliant is requesting to relocate the gas main. He said that they would be doing a directional bore under the river to avoid suspending it on the bridge. It was stated that typically they compensate the private property owners and they would likely offer the City the same price per foot rate; however they have not talked about the specifics on that, but Alliant indicated that they were not expecting it for nothing. Kolb moved to grant the utility easement along Second Avenue to Alliant Energy. Plautz seconded the motion. Motion carried unanimously. Pinion said by way of information he discussed this with the Park and Recreation Director, although it is part of the park, it customarily would go to the Park Commission; however, he suggested since it was utility related project and so close to the road that it just go through Public Safety.
- i. Consider request from Carsen Nachreiner for a 2nd Driveway at the duplex he owns at 331 Martin Street – Nachreiner was not present. Kolb said that he would not like to see this go through in its present form. He said that if the rest of the Committee does not object he would be willing to proceed with a discussion on it. Wedekind said that he would like to talk to the man because he has concerns with this. Kolb said he would not approve the six lots nor the location that he has the

new lot. He said that his feeling it that since it is a duplex the Committee could allow the second driveway on Cherry Alley, but it should at least be 10 feet from the existing sidewalk, and only be two parking spaces. He said the other lot looks like it is three, and should be reduced to two and both should be paved if he were to approve it. Pinion then gave the Committee a very detailed presentation of Nachreiner's full site plan and what he is proposing. He said that Nachreiner is willing to upgrade the existing gravel one to a hard surface. He indicated that if the Committee was favorable to his request that Nachreiner should not be allowed to pave anything wider than twenty-four feet, which is the equivalent of two nice stalls. Pinion said that there simply is not room anywhere on the Martin Street frontage to provide off-street parking, which is why Nachreiner has resorted to the request for this particular location. Plautz said that he feels a little uncomfortable being that close to an intersection. He felt other than tenants walking a little farther if Nachreiner could just add to the existing one. Pinion said that would make the existing one four, five, or six stalls, and would violate the maximum driveway width provision because it would end up being a minimum of 36 feet at the curb if it was straight in without a flare, or more if he made more stalls. Pinion said that he would be more inclined to provide two separate areas and try to have both of them comply with the maximum width standard. Pinion said that it is up to the Committee to decide how many, if they wanted to make two up front and two in the back would make better sense and he would be restricted to only paving the 24-foot width of the existing rather than the full 27 that is gravel now. He said if the Committee wanted to restrict it to two and two, that way it is a maximum convenience for his tenants and reasonable off-street accommodations for his tenants. Plautz feels it odd to be so close to the intersection. Pinion said that it is proposed at 5-feet, but he thinks the Committee could get away with requiring it to be further from the intersection. He said typically alleys do not have right-of-ways, but it is at least four feet from any private drive. Plautz said he would be in favor of moving it down a little bit further, maybe ten feet. Kolb asked Mark Schauf to weigh in of public safety. Schauf said that in his opinion, the 15-foot, which is consistent with crosswalks, would be the more appropriate distance to have. Wedekind agrees with the 15-feet, and he recommends that both of them be paved. Schauf said that another point he would be concerned with is snow removal with the absence of public right-of-way or boulevard, making sure that he understands that he can't just push snow in the road because that will create an addition road hazard. Pinion said he did briefly talk to Nachreiner about this and said that he does not push the snow into Cherry Alley now, he has on-site storage. Kolb moved to allow a second driveway on Cherry Alley it is twenty feet from the existing sidewalk and be only two parking spaces wide, paved, and the existing driveway be reduced by one parking stall and also be paved. Plautz seconded the motion. Motion carried unanimously.

- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2020 – It was moved by Kolb, seconded by Plautz to approve monthly Billing Adjustments/Credits for Sewer and Water Customer for March 2020. Motion carried unanimously.

Reports

- a. **Utility Superintendent's Report**
- i. Staffing updates – Peterson said the new Water employee starts on April 27, he is a man that has transferred from West Baraboo. Wendy Hanley, Billing Tech will be retiring on August 3.
 - ii. Project updates – Peterson said river crossing down at the old pump house has been difficult. He said there has been a few equipment issues and a few weather issues, but are continuing to make progress. He said hopefully they would be able to get both of the sanitary sewer crossings underneath the river this week. He said they have the water main underneath and tested, they just have to do bacteria samples. He said he is a little concerned that the Oak Street Booster Station motor control center may be delayed due to COVID19, but right now, they are only talking a one week delay, so he is still looking at May to June timeframe to install the new generator and all the new electrical equipment. He said that the Water Utility had their audit last week and as always Jan and Wendy did an outstanding job, we have no significant fines and are good to go for another year. Kolb extended his congratulations to Peterson and staff on the excellent rating.
- b. **Street Superintendent's Report**
- i. Staffing updates – Pinion said that the department is fully staff once again, the most recent hire is David DeMars, he started the beginning of March and seems to be a very good
 - ii. Monthly Report on Public Works Department activities – Pinion said that Gilman's activity report is self-explanatory. He said the department is in a bit of a lurch, for lack of a better term as far as pothole patching. The department has exhausted the normal supply of patch material and there is no more cold patch available, and the hot mix plant does not open up until April 27, weather permitting; therefore, the

department is getting by with the more expensive patch in a bag, but they cannot continue and stay economically efficient. The department has gone through another auction, taking some opportunities to reduce some inventory.

- iii. Project updates – The department has started stump grinding of the nearly 250-300 trees that were taken down throughout the winter, the grinder is rented through the month of April. Pinion reported on the Welcome to Baraboo sign revitalization project.

c. Police Chief's Report

- i. Department Activities – Chief Schauf gave the Committee an update on his Department's response to the COVID19. He said that the department is actively working with the Emergency Management group, which includes Fire Chief, City Engineer, City Attorney, and City Administrator making daily meetings and decisions about responses and things that need to be done to make sure that everyone is properly protected. He said that the general police responses have changed a bit in the face of what is going on, they have reduced some activities, such as parking enforcement. Schauf is happy to report that their response in the area of community support has gone up tenfold. He said the department has been involved in multiple food drives, helping the ADRC deliver Meal on Wheels, this morning the department helped a group deliver 180 boxes of food, non-perishable and perishable to needy families in the community.
- ii. Staffing Updates – Schauf said they are doing well as far as the COVID response, no one has had any issues and no one has been sent home for concerns that there may have been an exposure. He said the department is short staff due to natural people leaving. He said another officer left the department this month, conversely he hired one who started a couple weeks ago, and there is one that is in the final phases of the process, and hopefully will be hired by the middle of May.
- iii. Case Report – Schauf said because of the COVID response he is unable to give the Committee the report that he would have wanted to. He gave Committee an update on the new Records Management Software that was to go live April 1; however, due to COVID it has been pushed back until July.

d. Fire Chief's Report

- i. Report on COVID19 – Stieve said he will be including a report to the Council of the Whole and rather than the Committee hearing it twice, he summarized it. He said that the Fire Department also has a specialized operational plan that was developed for COVID19. He said that Assistant Chief Willer has four a free scheduling software that they have been using and it is working great where the paid per call sign up for shifts at night, limited to five people. He said they have added another one for some probationary members so they can gain some experience.
- ii. Incident Report – Stieve said that the call volume has dropped drastically.
- iii. Staffing Updates – Stieve said group training has been put on hold because the rules of ten or less people has to be followed. He said the Willer found a web-based program where he sent out a few hours' worth of training that the members have to complete, and then it will be followed up with hands on training in the future.
- iv. Fire Inspections – Stieve said that they just received guidance from the Governor's office that they are not going to penalize the department for suspending the program.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:07 p.m. Motion carried.

Respectfully submitted,

Phil Wedekind, Chairman